If employee/employer relationship exists, Procurement notifies Department and returns documents to process through HRM/Payroll (whichever is applicable).

Department will follow-up on outstanding contracts on a weekly basis and contact Procurement if any problems arise.

Procurement checks for possible employee/employer relationship.

Procurement may request additional information from contractor.

If additional information is required, Procurement will contact the Department.

Procurement creates a purchase order, prepares a contract, and submits to contractor for signature. At this time, Procurement could also request additional information from contractor.

Procurement creates contract file and reviews information submitted by Department.

Before department can complete the requisition, the contractor must have enrolled as a vendor in the LSU Vendor Database.

Procurement releases purchase order and notifies Department via email that purchase order is complete.

Department negotiates contract terms (payment terms, scope, etc.) with proposed contractor.

Contractor signs and returns contract to Procurement. Procurement submits contract to appropriate person for signature.

Department releases an electronic requisition to Procurement through the Workday system with all of the required forms attached to the requisition. These forms consist of an AS516 form (if travel is required), a scope of services form (PUR-SS), and a PUR-CR form.

It is the Department’s responsibility to monitor the contract performance, approve invoices, and forward approved invoices to Accounts Payable for payment. Department is responsible for notifying the Procurement (prior to the end date of the contract) if an amendment to the contract will be required, or if any problems are encountered.